Copy reports to My Content

In order to set up a report view or schedule, the required report must first be copied from Team content to My content.

You do not need to create a new folder within My content unless it makes sense in the context of your role.

For this illustration a copy of AP: Dashboard will be taken and placed inside a newly created folder called My Copied Reports, within My Contents.

1. Create a new folder

   Navigate to My Content, select the + sign as indicated.

   ![Image of creating a new folder]

   From the context menu, select folder.

   ![Image of selecting folder]

   Enter a name for the new folder, e.g. My Copied Reports.
2. **Copy a report**

   Go to the report you wish to copy by either searching for it by name or navigating to its location.

   Select the ellipsis ... next to the report name to reveal the context menu and from there select **Copy**.

   In the dialogue box that appears:
   - select **My Content**
   - select your new folder e.g. **My Copied Reports**
   - then select **Copy to**.

   A copy of the report will now be placed in the selected folder.
3. Rename the copied report

It is advisable to change the name of the copied report as soon as you make the copy. You need to make the name descriptive so you know what parameters you are saving, or what the schedule involves. You can make many copies of the same report, as required, so each one should have a different name.